

**STATE OF MICHIGAN**



**NINTH JUDICIAL CIRCUIT COURT  
227 W. MICHIGAN AVENUE  
KALAMAZOO, MI 49007**

**AVAILABLE POSITION:** Law Clerk/Bailiff

**DATE AVAILABLE:** January 2018

**ANNUAL SALARY RANGE:** \$47,486.40

**WORK SCHEDULE:** Monday through Friday, 8 a.m. to 5 p.m.

**HOW TO APPLY:** <http://www.kalcounty.com/hrd/hrdsubmit.php?Posting=1184>

**DEADLINE:** Until filled

**QUALIFICATIONS:** Must be a graduate of an accredited university and law school. Must possess extensive knowledge of the Michigan legal system including regional/federal civil and criminal procedures. Excellent written and verbal communication skills. Must be able to handle a heavy workload, changes priorities, meet deadlines, perform legal research using available research tools and legal citations: and as part of the primary judicial support staff, deal with tense/confrontational situations with dignity, professionalism and confidence.

**JOB SUMMARY:** Review, analyze and summarize files for pending hearings, trials, pre-trial conferences, motions and status conferences. Research applicable case law and statutes and prior court decisions to prepare the judge by writing opinions, orders and legal memoranda. Assumes complete responsibility for jurors by escorting them to and from the courtroom, monitoring jury breaks, answering questions, acting as liaison between judge and jurors and attending to jurors during the trial and subsequent deliberations or until they are released by the court. Responsible for keeping track of and securing all evidence admitted during trial. Monitor appeals and all cases under advisement ensuring that decisions are issued within time guidelines per Michigan statutes and court rules. Maintain the courtroom which includes filling water pitchers, maintaining video equipment and unlocking and securing all courtroom entrances. Perform clerical duties including retrieving files and scheduling impromptu matters not on the weekly master schedule.